

Westminster Tutors



Attendance Policy

2023-2024

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1. Introduction

- 1.1 Attendance is a serious issue for all concerned at the Westminster Tutors. High attendance levels are essential for academic success and ensuring that pastoral support can be fully delivered.

As per the Admissions Policy, Westminster Tutors will not enrol students of Compulsory School Age in the academic year 2023-2024. Nevertheless, the college aims for full attendance for all students.

It is rare at Westminster Tutors for a student to have low attendance due to behavioural issues: most students have high levels of motivation and, per the annual feedback, enjoy attending their lessons. However, if a student's attendance is poor due to disciplinary issues, and their attendance drops below 95%, then the student may be subject to measures such as mandatory study sessions. These will be agreed upon between the Principal, the student, the parents/guardians, and the personal tutor. If **attendance drops below 90%**, the Principal reserves the right to refuse to enter the student for exams and, if sustained over a prolonged period, may exclude the student.

It is more likely that low attendance is for pastoral reasons, either personal or domestic, potentially linked to mental health difficulties. In such a situation, the Principal will work with the student and parents or guardians to put together a programme designed to increase attendance, and the focus will be on support.

- 1.2 Per the registration form terms and conditions, if attendance drops below 90%, lessons missed for any reason will not be rearranged. The administrator will inform the student and parents/guardians if attendance is below this level. Otherwise, lessons cancelled as per the notice terms (see below) will be made up at the teacher's and student's mutual convenience.
- 1.3 Although Westminster Tutors is a college, we still follow guidance and practices set by the Department of Education

Current Government Guidance, *Working together to improve school attendance*, May 2022

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/102222/working-together-to-improve-school-attendance-2022.pdf)

Statutory Guidance, *School attendance parental responsibility measures*, January 2015

[Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/102222/working-together-to-improve-school-attendance-2022.pdf)

Westminster Tutors adopts a policy of monitoring attendance by lesson rather than morning or afternoon session, as described below. Students must attend – and be on time – for all lessons. Absences are classified as either authorised or unauthorised.

2. Unauthorised absence

- 2.1 Unauthorised Absence includes absences deriving from reasons such as:
- Unexplained absence or being over 20 minutes late for any given lesson.
 - Truancy.
 - Most family holidays during term time (family holidays may only be authorised by the Principal and will only be granted for exceptional reasons).

3. Authorised Absence

- 3.1 Authorised absences include absences derived from reasons such as:
- Sickness
 - Medical and dental treatment
 - Bereavement
 - Short-term exceptional domestic circumstances
 - Religious observance
 - Weddings of an immediate family
 - Agreed debates, sports, musical or theatre productions, plus interviews and open days not arranged by or in conjunction with the college.

4. Absence for Religious Observance

- 4.1 The college is under no legal obligation to grant authorised absences for religious observation, and permission must be sought with the Principal on a case-by-case basis. Parents/guardians should request such absences at the beginning of the academic year or on enrolment. The Principal will look to grant all reasonable requests, subject to the student's academic and pastoral progress taking primacy. If the Principal, in consultation with the subject and personal tutors, believes that the absence/s may be to the detriment of the student and significantly affect their success in exams, they may choose not to grant requests. In such a situation, the Principal will either offer to meet the parents/guardians to discuss the reasons for their decision or put the reasons into writing.

5. Procedures for Reporting Absence

1. Students/parents/carers must inform the college of any unexpected absence (e.g. sudden illness) by 4 pm of the day before the lesson/s, either by calling the college on 020 7584 1288 or, on weekends, by emailing info@westminstertutors.co.uk (emails are checked on Sunday afternoons). Cancellations made after this point will result in the lesson time not being made up.
2. If requested, students must provide supporting documentary evidence or an email from a parent/guardian's known email address, which explains the reasons for the absence.
3. Planned absences, such as doctor's appointments or interviews, must be requested by 4 p.m. on the Friday of the week before the absence. The Principal or other senior leader may request further documentation before granting an absence.

6. Reporting Attendance to Parents and Guardians

- 6.1 Westminster Tutors operates a lesson monitoring system whereby attendance at each and every lesson (as opposed to morning and afternoon registration) forms the basis for our attendance statistics.
- 6.2 Absence and lateness of more than five minutes will immediately be followed up by an attempt to contact the student. If the student cannot be reached, the College Administrator will contact the parents/guardians to ascertain where the student is.
- 6.3 Parents and guardians are kept fully informed about attendance and receive termly reports with statistics for attendance, authorised absence, and unauthorised absence for each subject their child is studying.
- 6.4 The Principal is responsible for monitoring the attendance patterns of individual students and, with the support of the administrators, for collating statistical data on general attendance trends. Where attendance patterns are a cause for concern, these will be flagged up with the Principal, who will liaise directly with parents/guardians.

7. Attendance codes, descriptions, and meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off-site (NOT Dual registration)	Approved Educational Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil also attending another establishment)	Approved Educational Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Educational Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason has yet been provided for the absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Educational Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Educational Activity
W	Work experience	Approved Educational Activity
X	2020/21 Not attending in the circumstances relating to COVID-19 Non-compulsory college-age absence	Not counted as an absence
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendance
Z	Pupil not yet on the admission register	Not counted in possible attendance
#	The college is closed to pupils.	Not counted in possible attendance